

LAFAYETTE MANOR COMMITTEE MEETING

Monday, December 22, 2014

Meeting Time: 6:00 PM

Attending Committee Members & Manor Meeting Staff

Dave Halloran, Chairman
Zeke Garthwaite
Gerald Heimann
Jack Sauer
Vicki Whitford – Lay Member
Kenny Taylor – Lay Member

Julie Chikowski, ADM
Peggy Rolli, A. ADM
Judy Gobeli, DON - Excused
Shelley Lange, HRC
Barb Johnson, DF

Call to Order -

The Lafayette Manor Committee Meeting was called to order at 6:00 p.m. by Dave Halloran, Chair. All Committee members were present.

Posting -

Shelley Lange reported that the meeting agenda was posted at the Court House, Memorial Hospital, Lafayette Manor, submitted to the County Clerk's Office for posting on the County website (along with the not yet approved minutes), and submitted to the R.J.

Minutes -

A motion was made by Gerald Heimann, and seconded by Jack Sauer, to approve the November 25, 2014 meeting minutes, as written. The motion carried unanimously.

Approval of Agenda -

A motion was made by Jack Sauer, and seconded by Zeke Garthwaite, to approve the December 22, 2014 agenda as written. The motion carried unanimously.

Public Comment -

There was no public in attendance.

Financial Notes – Report presented by Barb Johnson

Revenue and Expense Analysis:

- Total Net Revenue for the month of November, 2014 was \$337,889. YTD Net Revenue being \$3,650,692.
- For the month of November, 2014 the total expenses are \$389,892. YTD Expenses are \$4,476,272.
- Departments over their expense budget include: patient services staff, occupational therapy, activities, laundry/linen, transportation, central supply, and depreciation.
- Explanation for departments over YTD budget. Budget for 2014 was based on 2013 YTD resident census of 51.
 - Patient services staff – RN's and LPN's are over in wages & fringes due to training and turnover.
 - Occupational and physical therapy – over due to resident increase.
 - Operations/maintenance – over in wages due to premium and overtime pay.
 - Housekeeping – fringes are up mostly in health insurance, family plan vs. single plan.
 - Laundry/linen - Superior Health Linen contract not being in the budget expense. This expense for the year is estimated at \$65,000.

- Office – hospital staff time not calculated in 2014 budget. Auditing fees.
- Administration – item missing from budget – purchase of ECS software, \$24,000 – this was paid for throughout 2014.
- Central Supply – resident increase.
- Depreciation – purchases of truck and washing machine at the end of 2013 were not included in the 2014 depreciation calculation.
- Monthly Net Income is at a loss of \$52,002. YTD levy used is \$487,690.
- It was anticipated that Lafayette Manor would receive \$285,900 for the IGT Grants from Medicaid for January through June 2014. The actual amount received was \$278,300. A reduction of \$7,600.
- It is anticipated that the IGT Grant from Medicaid for the period July 2014 through June 2015 will be \$450,500. The portion for 2014 would be \$225,300.
- There were more patient days in Medicaid than Medicare. This results in some lost revenue due to a lower rate being paid to the Manor for Medicaid residents.

Swing bed Statistics:

- Hospital admitted Swing bed days related to the Manor for November was at least 7 days.
- Year to date total days are at least 53 days giving the hospital approximately \$74,445.45 in revenue year to date. The Nursing home would have received approximately \$450/day revenue for those residents, which equates to an approximate \$20,700 in lost revenue to the Nursing Home year to date. The YTD Swing bed revenue transfer from the hospital is \$37,222.73, which will bring our YTD levy use to \$487,690.

The hospital payment to the manor for rent for November is \$1,440.00; YTD rent for the business office residing at the manor is \$15,840.00.

Wages & Fringes:

- YTD wages are currently showing over budget by \$61,610, and YTD benefits are showing over budget by \$37,024, with net over budget of \$98,634.
- Administration and Department Managers continue to analyze appropriate staffing levels.

A/R Aging:

- The total Accounts Receivable as of November 30, 2014 is \$276,719.55.

On the prior year net revenue, please remember there was a double count on patient revenue for the self-pay liability. This resulted in an overstatement of patient revenue of approximately \$35,000.00 per month.

Audit of Bills –

Barb Johnson went over some of the submitted bills, which included: Alliant Utilities at \$251.98; Waste Management at \$544.19; County View Transport at \$1,376.40 (for October) and \$840.72 (for November); Living Design at \$263.23 (for Quarterly Maintenance of Bird Aviary); Roeschens Omnicare at \$5,597.70 (Pharmacy); Southwest WI Staffing at \$2,775.00 (Agency LPN Services); Superior Health Linens at \$4,587.45; WI Dept. of Health Services at \$10,880.00; Aegis Therapies at \$15,144.40; Lafayette County Highway Dept. at \$7,432.46 (for parking lot materials), with a note that the bill would have been double that amount, but Tom Jean waived \$8,000.00 in labor charges.

Utilization Report –

Julie Chikowski gave the following admission and pay source information for November 2014:

November 30, 2014 Admission / Discharge Report	
Total Admissions	6
Total Discharges	8
Charges Report	
Pay Source: Medicare Part A	9
Medical Assistance	34
Private Pay	15
Average Daily Census	52

The census as of December 22, 2014 was 53 Residents in house. Julie Chikowski explained that Medical Assistance residents are able to reside in a private room, if they have someone who is able to pay the additional cost. It was noted that while Lafayette Manor does not have a locked unit for Alzheimer residents; the facility does have a secure unit, and staff are trained throughout the facility to assist with the special behaviors of Alzheimer and dementia residents.

Management Report –

Billing and Scheduling

Julie Chikowski reported that currently Lisa Black is performing the billing, scheduling of nursing staff, and materials management duties for the Manor facility. Julie Chikowski stated that she felt Lisa Black would be better utilized by having her take over the Manor's accounts payable, which is currently being processed by Deb Krahenbuhl and learning to process the Manor's Medicare bills, which is currently being done by Kris Reichling. Julie Chikowski added that this would also provide much needed back-up for these positions, which is not currently available. Julie Chikowski stated that she had approached long-time Manor CNA, Stacey Seffrood, who has done the scheduling before; to see if she would be willing to perform her CNA duties from 6:30 am to noon, then do scheduling from 12:30 pm until 2:30 pm; which she said she would be willing to do. Julie Chikowski stated that she would like to offer Stacey Seffrood a \$.50 per hour increase for the 10 hours per week, which she would be performing her scheduling duties. She noted that the Manor would realize a significant savings if it no longer had to pay the hospital for Medicare billing and for processing the accounts receivables; plus it would create a better efficiency within the facility and provide necessary back-up for positions which previously had none.

A motion was made by Jack Sauer, and seconded by Gerald Heimann, to approve the proposed \$.50 increase for a CNA to perform scheduling duties for a period of 10 hours per week. The motion was unanimously approved. It was noted that the request will then go before the HR Committee, then the County Board; prior to its implementation.

Materials Management

The Materials Management position at Memorial Hospital has been filled.

Parking Lot Lighting

Julie Chikowski reported that she had submitted the proposed Parking Lot Lighting bid from Blaser Electric Co. in the amount of \$3,500.00 to Manor Auxiliary member, Mary Knellwolf. Julie Chikowski stated that the Mary Knellwolf was very receptive to the idea of the Auxiliary funding the project, and planned to submit the proposal at the next Manor Auxiliary meeting. Julie Chikowski stated that she would report their decision back to the Manor Committee.

Laundry Report –

Julie Chikowski reported that in meeting with Superior Linen's, Superior quoted a rate for 2015, which was substantially higher than the previous year. Julie Chikowski stated that she planned to put the facilities contracted linen out for bids

Auxiliary Report –

Julie Chikowski stated that she would keep the Committee informed of the Auxiliary's decision as to the lighting proposal.

Marketing Report

Peggy Rolli presented the Marketing Report, stating that the follow pictures have been submitted to the Republican Journal during the previous month.

- Donation of blankets made by Karen Foley of the American Legion for Christmas gifts.
- Bob Solverson, father of Dr. Matt Solverson, playing the accordion for the residents at dinner, with his granddaughters singing.
- A picture of Dietary Employee, Carmen Corley, and Manor Resident, Donna Kieffer, who had helped with a fund raiser for Lafayette County needy families. This program was coordinated by the Holy Rosary Catholic Church for the "Christmas Blessing Project". Lafayette Manor contributed \$680.00 from proceeds of a bake sale and fund raiser. It was used for gift cards and groceries.
- The annual Resident Christmas Party featured live music and gift bags for each resident. A visit by Santa Clause highlighted the party.

An article highlighting an interview of a Manor employee is submitted for publication in the Memorial Hospital newsletter each month. The "Around Lafayette Manor" employee featured in the upcoming issue will be Licensed Practical Nurse, Sally Wolfram, who has been employed by Lafayette Manor for 21 years.

OT & Staffing

Shelley Lange reported the following OT numbers:

- October OT totaled \$4,746.30
- November OT totaled \$4,361.37
 - Decrease of \$384.93 from previous month

Personnel / Payroll Report – Presented by Shelley Lange

Family Medical Leaves

- PT/PM – RN - Covered Under ADA Accommodation
- FT/Day – RN - Covered Under ADA Accommodation
- FT/PM – CNA – Intermittent FMLA Leave: July 7, 2014 – December 7, 2014
 - Serious Personal Health Condition
 - *Returned to Regular Scheduled Hours: November 28, 2014*
- PT/NOC – RN – Intermittent FMLA Leave: August 1, 2014 – January 17, 2015
 - Serious Health Condition of Spouse
- FT/Night – RN – Intermittent FMLA Leave: November 7, 2014 – December 5, 2014
 - *Extension: December 6, 2014 – January 2, 2015*
 - Serious Health Condition of Spouse
- FT/Day – MDSC – Intermittent FMLA Leave: December 11, 2014 – December 26, 2014
 - Serious Health Condition of Employee
- FT/Day – DM – Intermittent FMLA Leave: December 15, 2014 – December 31, 2014
 - Serious Health Condition of Children

New Hire / Status Change/Staffing Information

Christine McGraw	LPN	Call-In/No Benefit	New Hire: December 5, 2014
Nancy Winslow	CNA	FT-PM Shift	Last Day Worked: December 9, 2014
Alaina Raymond	CNA	Call-In/No Benefit	Resigned Effective: December 12, 2014
Will Kudronowicz	CNA	Call-In/No Benefit	New Hire: December 23, 2014

Agency LPN staff continues to work 6 shifts per pay period at a reduced rate.

Workman's Compensation as of December 22, 2014

- 11 – First Reports of Injury for the year - No Reportable Time Off

Total Employees as of December 22, 2014:

- 64 Benefit Employees, and 19 Non-Benefit Employees; for a total of 83 Employees

Agency LPN staff continues to work 6 shifts per pay period at a reduced rate.

Agenda Items for Next Meeting –

The following agenda items were suggested for the December meeting:

1. Parking Lot Lighting Update
2. Laundry Update

Date of the Next Meeting –

The next Manor Committee meeting is scheduled for:

**Tuesday, January 27, 2015
5:00 PM MEETING**

**LOCATION:
Lafayette Manor – 1st Floor West Meeting Area**

Adjournment

On a motion made by Gerald Heimann, and seconded by Zeke Garthwaite, the meeting of the Lafayette Manor Committee was adjourned.

Respectfully submitted by,

Shelley Lange

Shelley Lange, HRC

SL/sjl